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| | | Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275 | <u>51469-2396</u> Forward three (3) copies to address at left. |
| Court District Court | | | |
| | | | |
| County Prince George's | Date April 23, 2013 | | |

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

| MICELLANEOUS ACCOUNTING RECORDS FOR YEAR 2005 | | Authorization | | | | | |
|---|--|---------------------------|-------------|---|----------------------|---------------------|-----------------------|
| No. | Description of Records (Same Title as listed on Schedule) | Retention Schedule No. | Item No. | Inclusive Dates of Records Destroyed | Volume Cubic Feet | Date of Disposal | Method of Disposal |
| | Daily Cashier journals, accounting and register reports | 2219 | Sect. V 1c | Jan-Dec 2008 | 24.0 | | |
| | Commissioners Transmittals and receipts | 2219 | Sect. V 1c | Jan-Dec 2008 | 1.0 | | |
| | Copies of end month status reports | 2219 | Sect. V 1c | Jan - Dec 2008 | 1.0 | | |
| | Cancelled checks (2 yrs) | 2219 | Sect. V 1c | Jan 06 - Dec 08 | 1.0 | | |
| | MATS and Non Mats Deferred daily accounting and register reports | 2219 | Sect. V 1c | Jan - Dec 2008 | 18.0 | | |
| | Revenue Reports closed requests, records or accounts DCA21 request | 2219 | Sect. V 1c | Jan - Dec 2008 | 3.0 | | |
| | Bad Check closed records or accounts | 2219 | Sect. V 1c | Jan - Dec 2008 | 1.0 | | |
| | Escrow closed accounts & cleared checks | 2219 | Sect. V 1c | Jan - Dec 2008 | 4.0 | | |
| | Transcript reports copies DCA 27 transcript forms-closed | 2219 | Sect. V 1c | Jan- Dec 2008 | 2.0 | | |
| | Local & Lexis Accounting Records | 2219 | Sect. V 1c | Jan - Dec 2008 | 10.0 | | |

Destruction Approved by Maryland State Archives

4/26/2013

Date

[Signature]
State Archivist

Destruction Certification

Signature of Court Official

Title

Date